

EVALUATION FORM  
Manor Branch Library (1026)

***Population Growth - 1980 to 2020***

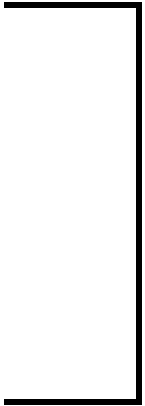
***FORM AA***

Regulatory Basis: p.35, 20440, Appendix 1

Rating Panel Comments

35.1%

EVALUATION FORM  
Manor Branch Library (1026)



**EVALUATION FORM**  
**Manor Branch Library (1026)**

***Age of Existing Library***

***FORM A***

Regulatory Basis: p.37, 20440, Appendix 1

**Rating Panel Comments**

The library was built in 1952, no renovations.

**Rating Basis:**

4 = No Existing Facility

3 = 1957 or older

2 = 1958-1962

1 = 1963-1974

0 = 1975-Present

RATING:

**Date of Most Recent Structural Renovation**

**Rating Basis:**

4 = No Renovation

3 = 1957 or older

2 = 1958-1962

1 = 1963-1974

0 = 1975-Present

RATING:

4 = No existing library/renovation  
 3 = Poor Condition  
 2 = Acceptable Condition  
 1 = Good Condition  
 0 = Very Good Condition

## EVALUATION FORM

### Manor Branch Library (1026)

#### Condition of Existing Public Library

#### FORM B

Regulatory basis: p.37, 20440, Appendix 1,  
 p.64, 20440, Appendix 3, 8(a)

RATING:

#### Rating Panel Comments

Existing library is a 2,000 SF duplex built in the fifties. Will be demolished and new library will be near/on same site.

Does not meet Code requirements for vertical or seismic loading, ADA, energy, flexibility, etc. No parking currently available.

The current library is located in a converted residential duplex, which was not designed to accommodate the load of book stacks and the need for telecommunications. It provides no public off-street parking. The facility is not accessible and does not meet current seismic code. The 2,100 sf facility is inadequate to meet the library service needs for the community of 28,000 residents.

Old duplex - kitchen is overcrowded staff workrooms; no study areas; children's room is in an old bedroom - only 2 computers. Also, too small to serve needs of large population.

#### Factors Considered:

	R1	R2	R3	R4
Structural	4	4	4	4
Lighting	4	4	4	4
Energy	4	4	4	4
Health & Safety	4	4	4	4
ADA	4	4	4	4
Acoustical	4	4	4	4
Flexibility	4	4	4	4
Spatial Relationships	4	4	4	4
Site Considerations	4	3	3	4
Total	36	35	35	36
	4.0	3.9	3.9	4.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Community Library Needs Assessment

### FORM F

RATING:

Regulatory Basis: p.26, 20440 (d) (2) and p.61, 20440, Appendix 3

#### Rating Panel Comments

This is a thorough, well documented Community Needs Assessment. Focus groups, public meetings, surveys, mapping customer use patterns, and public meetings were conducted. All residents, students, teachers, local organizations, etc., were involved. Need for literacy program is very high - thorough analysis of "at risk" students falling below Red Zone or Yellow Zone designations, and lack of programs in schools to meet special reading tutoring needs. Homework Center and technology needs of K-12 are well addressed.

They have an increase in the number of school age students and the over 65 population.

The assessment for this community indicates high areas of need, with a good examination of the demographics.

The needs assessment process included patron surveys, focus groups, public workshops, interviews and mapping analysis of library use patterns for the library system.

#### Rating Basis:

1. Methodology & Community Involvement.
2. Community Analysis/Community agencies & organizations, service area. demographics
3. Analysis of service needs/consistency with demographics.
4. Service limitations for existing facility (if applicable).
5. Space Needs Assessment.
6. Needs of K-12 Student Population, if applicable.

	R1	R2	R3	R4
1	4	4	4	3
2	4	4	4	3
3	4	3	4	4
4	4	4	4	4
5	4	4	4	3
6	4	4	4	4
Totals	24 4.0	23 3.8	24 4.0	21 3.5

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Library Plan of Service

### FORM G

Regulatory Basis: p.67, 20440, Appendix 4

RATING:

#### Rating Panel Comments

The Plan of Service meets the needs identified. Moreover, the Joint Venture specifically address K-6 homework and study needs, as well as activities for latch-key and at-risk students, with tutoring, peer-mentoring, bilingual assistance and student-paced learning. The Computer Center includes space (identified need) for the School District's E-learning project after school and evening and weekend hours, which includes wireless connections from the branch to the School District. In addition, branch will provide computer and technology training for school-aged children and their families, including internet. Portable Laptops will be available for grades 4-12. The Family Literacy Center will provide space for the School District's CBET program, linking those efforts with the library's FFL program. Mission Statements of School Districts are shown in relationship to branch library's Mission.

The needs of the residents are thoroughly addressed in this well-written plan.

Goals and objectives are a good general outline of services to be provided and follow naturally from the needs assessment. Because of the heavy concentration of elementary school-aged students, they are the primary focus for the joint venture services but services are planned for the adult clientele as well, but there is no consideration given to a young adult area or collection. The plan of service indicates that the community-specific services that will be provided in response to the needs assessment - a computer center, a family literacy center, and a homework center - will be carried out in a single multipurpose room, depending on the time of day. Using a single room to provide all these services sequentially means that none of the services can occur simultaneously. Collections housed in the multipurpose room would be unavailable to library users most of the day.

#### Rating Basis

- 1.How Project responds to Needs of Residents.
- 2.How well mission, roles, goals, objectives, service indicators are documented.
- 3.Types of services well documented.
- 4.How project fits into jurisdiction-wide Plan of Service.

	R1	R2	R3	R4
1	4	3	4	1
2	4	3	4	2
3	4	3	4	3
4	4	3	4	2
Totals	16	12	16	8
	4.0	3.0	4.0	2.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Library Building Program

### FORM H

Regulatory Basis: p.69, 20440, Appendix 5

RATING:

#### Rating Panel Comments

The Building Program does not follow-through on designated spaces for the Joint Ventures: Homework Center, Computer Center, Family Literacy Center. However, there are 2 separate study rooms, each for 2-6 people listed; as well, there is a small area designated as Technology Training for 2-5 people in the Adult/Young Adult area. In reading the "Program Room" description, it appears computer training and literacy training will occur here.

Building Program does not include classrooms or Homework Center.

The needs assessment states that a minimum of 14,000 SF is called for, but the new building will be 9,500 SF, with no discussion of future expansion. It appears that a compromise in facility size has been made, possibly to enable the use of the proposed site. While the plan of service mentions a computer center with state-of-the-art technology, a family literacy center that will house materials and provide space for tutoring, as well as a homework center, these activities are actually planned to be carried out in a single multipurpose room, which will be scheduled by day and hour of the day to accommodate the activities. Using a single room to provide all these services means that none of them can occur simultaneously. Any collections housed in the multipurpose room would be unavailable to library users most of the day.

#### Rating Basis:

- 1.How well Building Program implements Plan of Service.
- 2.How well Building Program documents general requirements for Library Building.
- 3.How well are the Spatial Relationships described.
- 4.How well are individual spaces sized and described.

	R1	R2	R3	R4
1	1	0	2	1
2	2	3	2	2
3	2	2	2	2
4	2	0	2	1
Totals	7	5	8	6
	1.8	1.3	2.0	1.5

4 = Outstanding  
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 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Conceptual Plans

### FORM I

Regulatory Basis: p.27, 20440 (d) (5)

RATING:

#### Rating Panel Comments

Conceptual plans match Building Program but not the Needs Assessment, Plan of Service or Joint Use Agreement. No space for young adult materials or services, no classroom for joint venture.

There is no Homework Center, Family Literacy Center, or Computer Center on the Plan - does not meet need as represented on Plan of Service, as represented. There is a bank of 6 computers in the "Program Room" (meeting room), which according to the description in the Building Program, will be used for computer and literacy training and joint lab/school programs. This room is also the Community Meeting Room.

Program areas are not shown on elevations and sections. The Plan does not show a Homework Center or Computer Center. There is a Program Room listed, however.

Most adjacencies required in the building program have been achieved with the floorplan. The two study rooms called for in the building program appear to have been combined into a single area and is not a separate room, which does not meet the functional requirements of the building program. The multipurpose room, which is to accommodate several space-intensive services, is shown to be approximately 30% smaller than was required in the building program.

#### Rating Basis:

- 1.How well the net-assignable square footage on plan matches BP, PoS and NA
- 2.How well the non-assignable square footage on plan matches BP, PoS and NA
- 3.How well Spatial Relationships on plan match what was called for in BP, PoS, and NA
- 4.How well the elevations, sections and specification implement the BP and PoS

	R1	R2	R3	R4
1	2	2	2	1
2	2	2	2	2
3	1	1	2	2
4	2	1	3	2
Totals	7	6	9	7
	1.8	1.5	2.3	1.8



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 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Joint Use Cooperative Agreement

### FORM J

Regulatory Basis: p.60, 20440, Appendix 2

RATING:

#### Rating Panel Comments

There are two agreements with the same date. The are wording changes in the "whereas" section, 2A Needs Assessment, 2B New Library Services, 2D Homework Center high school involvement, 3A1 Roles and Responsibilities of the San Lorenzo Unified School District, etc. It is difficult to tell if these two supplement each other or if one replaces the other. The agreement is contingent on grant award. The Homework Center mentioned in the agreement does not appear on the floor plan. There is a Program Room listed, however. The Library Computer Center is not mentioned on the floor plan. There is a Program Room listed, however.

Good agreement, but no spaces on floor plan or building program to implement programs.

Agreement is contingent on receipt of grant funds. Well-developed agreement with equal levels of staffing and funding responsibilities. The Agreement cites a combination Homework, Literacy, and Computer Center which on the plan appears to also be the community meeting room, so there may be time constraints on the original plan of service. Providing laptops (both the school district and City) and wireless are laudatory. While a good agreement, the plan falls short in combining these services into a small space.

The library has a separate joint use agreement with two school districts to provide a computer center, homework center, and family literacy programs. While specific funding amounts are not mentioned, funding is implied by the amount of equipment and types of services to be provided.

#### Rating Basis:

1. How well roles & responsibilities are defined.
2. How clearly are the joint library services described.
3. Appropriateness, adequacy, reasonableness of hours of service.
4. Appropriateness, adequacy, reasonableness of staffing/volunteers.
5. How well are ownership issues resolved.
6. Appropriateness, adequacy, reasonableness of sources & uses of funding
7. Appropriateness, adequacy, reasonableness of review & modification process.
8. How well the agreement demonstrates a workable, mutually beneficial long term partnership.

	R1	R2	R3	R4
1	3	3	3	3
2	1	3	3	2
3	3	4	4	2
4	3	3	3	2
5	3	4	4	3
6	2	3	3	2
7	2	4	4	3
8	2	3	2	2

Totals 19 27 26 19

4 = Outstanding  
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0 = Serious Limitations

## EVALUATION FORM

### Manor Branch Library (1026)

2.4      3.4      3.3      2.4

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# EVALUATION FORM

## Manor Branch Library (1026)

### Joint Use: Needs of K-12 Students

### FORM K

Regulatory Basis: p.67, 20440, Appendix 4

RATING:

#### Rating Panel Comments

A superior Plan of Service -- meets K-12 needs identified. Goals, objectives, and service indicators are provided for all Joint Venture programs.

The services are targeted to the age group identified as the largest and most in need, and are well defined, but services are to be provided in a single room, sequentially, meaning that services cannot be provided concurrently.

#### Rating Basis:

1. How the project responds to the needs of the K-12 students as expressed in Needs Assessment.
2. How well the mission, roles, goals and objectives are documented.
3. How well documented are the types of K-12 services.

	R1	R2	R3	R4
1	4	3	4	1
2	4	3	3	3
3	4	3	4	3
Totals	12	9	11	7
	4.0	3.0	3.7	2.3

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Integration of Electronic Technologies

**FORM L**

Regulatory Basis: p.68, 20440, Appendix 4

RATING:

#### Rating Panel Comments

Internet, computers, wireless connection with School District, laptops for grades 4-12, CBET, etc.

Laptops for school children is a progressive direction for this effort.

The planning documents mention the need for technology from the needs assessment through the building program. Wireless technology will be in place from the beginning to allow students to access information and databases provided by their nearby schools, allowing them to make use of the information beyond school hours. The building program calls for each seat to be wired for technology.

#### Rating Basis:

1. Appropriateness of the electronic technologies in Plan of Service, based on Needs Assessment.
2. How well the integration of electronic technologies is documented in the Plan of Service.
3. How well the integration of electronic technologies is in the Building Program.

	R1	R2	R3	R4
1	4	3	4	4
2	4	3	4	4
3	4	3	4	4
Totals	12	9	12	12
	4.0	3.0	4.0	4.0

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Appropriateness of Site

### FORM M

Regulatory Basis: p.39, 20440, Appendix 1

RATING:

#### Rating Panel Comments

Centrally located; accessible by foot, car or public transportation

The new site is adjacent to the current library facility and lies between commercial areas of small retail stores and densely populated residential neighborhoods. It is within walking distance to 6 public and 3 private schools, and over half the current library users walk or bicycle to the library, with the two major streets adjoining the library being a part of the city's bicycle master plan. Two bus stops, served by 3 bus lines, are within 300' of the site. Programming is planned to compliment that of the nearby Community Center.

#### Rating Basis:

1. Equal Access for all residents in Service Area.
2. Accessibility via Public Transit.
3. Accessibility via Pedestrian and Bicycle.
4. Accessibility via Automobile.
5. Adequacy of Automobile Parking.
6. Adequacy of Bicycle Parking.
7. Overall Parking Rationale.
8. Shared Parking Agreement (if applicable).
9. Visibility of site and proposed library building in service area.
10. How well site fits community context and planning.
11. Site selection process and summary.

	R1	R2	R3	R4
1	3	4	4	3
2	3	4	4	3
3	3	4	4	4
4	3	4	4	3
5	2	4	4	3
6	3	4	4	2
7	3	4	4	3
8	not applicable			
9	4	4	4	4
10	4	4	4	4
11	4	4	4	2
Totals	32	40	40	31
	3.2	4.0	4.0	3.1

4 = Outstanding  
 3 = Very Good  
 2 = Acceptable  
 1 = Limitations  
 0 = Serious Limitations

# EVALUATION FORM

## Manor Branch Library (1026)

### Site Description

**FORM N**

Regulatory Basis: p. 45, 20440, Appendix 1

RATING:

### Rating Panel Comments

The needs assessment states that a minimum of 14,000 SF is called for, but the new building will be 9,500 SF, with no space for future expansion.

### Rating Basis:

1. Adequacy of size of site.
2. Drainage problems.
3. Geotechnical problems.
4. Appropriateness of site configuration (Boundary Survey)
5. Appropriateness of site/surrounding area. (Visual Record)
6. Appropriateness of site based on placement of building, parking, access roads, pathways, expansion and parking.

	R1	R2	R3	R4
1	4	4	4	3
2				
3				
4	4	3	4	2
5	3	3	3	3
6	3	3	3	2
Totals	14 3.5	13 3.3	14 3.5	10 2.5

OK  
OK

EVALUATION FORM  
Manor Branch Library (1026)

***Financial Capacity***

***FORM O***

Regulatory Basis: Bond Act p. 5, Section 19998 (a) (7)

**Rating Panel Comments:**

Applicant has committed to the on-going operation of the completed library.

EVALUATION FORM  
Manor Branch Library (1026)  
Ratings Summary

<b><i>BOND ACT CRITERIA</i></b>	<b><i>RATING</i></b>	
Population Growth		<b>35%</b>
Age and Condition	3.9	
Needs of residents/response of proposed project to needs	3	
Plan of service integrates appropriate technology	4	
Appropriateness of site	3	
Financial capacity (new libraries only)		<b>Yes</b>